

## **Information sheet on data protection in the psychological / psychotherapeutic counselling centres of the Studentenwerk**

In our psychological / psychotherapeutic counselling centres, confidentiality and data protection are extremely important. Some personal information is needed to provide advice for you. We handle these so-called personal data with particular responsibility. According to the EU General Data Protection Regulation, we are obliged to inform you about the purpose of data collection, storage and forwarding of your data.

### **1 Purpose of processing**

We use the personal data collected from you for the purpose of psychotherapeutic counselling.

### **2 Basis for the collection and processing of your data**

We need the data in order to carry out the psychotherapeutic counselling task assigned to us (legitimate interest according to art. 6 par. 1 lit. f GDPR).

### **3 Storage period**

Your personal data will be stored for a period of 10 years. After this period, the data will be deleted, provided that there are no statutory retention requirements.

### **4 Your rights as a data subject**

You have the right to obtain information about your personal data from the Studentenwerk OstNiedersachsen. You also have the right to correction, deletion or restriction of the processing of this data. You can furthermore object to the processing of the data and have the right to transferability of the data.

### **5 Right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint with the State Commissioner for Data Protection Lower Saxony, Prinzenstr. 5, 30159 Hannover, email: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de).

### **6 Person responsible**

Responsible for the collection, processing and use of your personal data is the Studentenwerk OstNiedersachsen, Katharinenstr. 1, 38106 Braunschweig, (0531) 391-4807, [info@stw-on.de](mailto:info@stw-on.de).

### **7 Data protection officer**

If you have any questions or concerns about data protection, please contact our data protection officer: Mirko Pidde, Katharinenstr. 1, 38106 Braunschweig, (0531) 391-4974, [datenschutz@stw-on.de](mailto:datenschutz@stw-on.de).

### **8 Processing data for another purpose**

If the Studentenwerk OstNiedersachsen intends to further process your data for a purpose other than specified under point 1, it will provide you with information about this other purpose and all other relevant information prior to further processing.

## **Measures to prevent the further spread of an infection (Covid-19)**

### **Forwarding of contact details to the health department**

If you or your counsellor or a close contact person is diagnosed with a Covid-19 infection within 14 days after a consultation, the health department must be able to retrace the infection chains. In this case we will forward your contact details (name, email address, telephone number) to the health department. This serves your health and that of your fellow human beings. We do not have to provide any information about the kind of contact. Crucially important are the person, the duration of the contact, whether it took place with or without mouth-nose protection and the physical distance. We will avoid referring to the counselling centre.

Code No. : \_\_\_\_\_ (to be filled in by us)

\_\_\_\_\_ **Date**

\_\_\_\_\_ **First name**

\_\_\_\_\_ **Surname**

\_\_\_\_\_ **Email address**

\_\_\_\_\_ **Telephone no.**

I hereby declare that I have read the information on data protection in the psychological / psychotherapeutic counselling centre.

\_\_\_\_\_  
(Signature)

I hereby declare my consent to the forwarding of my contact details (name, email address, telephone number) to the health department in the event that my counsellor should be diagnosed with a Covid-19 infection after a personal appointment.

With my signature, I also confirm that I will forward the information about my contact(s) with my counsellor to the responsible health department in the event that I should be diagnosed with a Covid-19 infection afterwards or within 2 weeks of a personal appointment.

\_\_\_\_\_  
(Signature)

## **Measures to prevent infection with the Covid-19 virus**

### **How to contribute to protection against infection:**

- Please wash or disinfect your hands immediately before or after entering our premises and, if necessary, after leaving your coat in the wardrobe.
- Please keep a minimum distance of 1.5 metres from all other people within the counselling centre
- If you have to sneeze, please use a handkerchief or, if need be, the crook of your arm.

### **Our measures to provide additional protection:**

- The rooms are large enough and are regularly aired.
- The dates are set in such a way that encounters in the waiting area are avoided as far as possible.
- If you wish, we will wear a mouth-nose mask.

## **Requirement for entering our consulting rooms**

We want to make sure that you take the above-mentioned hygiene rules seriously and do not enter our rooms if this poses a risk for the employees of the Studentenwerk or other clients. We therefore ask you to confirm the following with your signature before the first interview:

I confirm that I am not currently suffering from symptoms of Covid-19-typical illnesses (especially fever, cough and shortness of breath, taste and odour disorders). I also confirm that I am not in contact with anyone infected with Covid-19 and that I am not quarantined. If this changes during the period in which I have appointments at the counselling centre, I will inform the counselling centre immediately. It is possible to postpone or cancel the relevant dates or to take advantage of them in the form of telephone or video consultation.

\_\_\_\_\_  
(Signature)